FOR	4 ) (9-1	IR-RM I• <b>53</b> )	1
Hall	of	Record	

## To -e Submitted to the Records Managem C Division

SCHEDULE NO.	297
PAGE	

Commission Hall of Records Commission		PAGE NO. 1		
1. Req	uesting Agency MARTIAND-NATIO PARK AND PLANNING COMMISSION		2. Division or Bureau of Requesting  PARK DEPARTMENT - MONTH	•
A Disp addi	t retention. ho th	Establish retent cords for which comulation. The	rion schedule for rethere is a continuing ecords will cease to their retention after dicated.	and destroy origina not microfilmed would l period of time indicated
Item No.		he records relate	orm number, size of documents, e, inclusive dates, and quantity retention period.	of Hall of Records and Board of Publi Works.
1. 7. Age	and picnic areas, playgrous shalters, stoves, and playgrous shalters, stoves, and playgrous pepartment of Recreation with ment and established as an Retention Schedule, No. C-Records in November, 1955 vided for a three year retedestruction. The files for and should now be destroyed	ons (14 cubic By park or By park or By park or By park or By park of rads, tennis consist of rads, tennis consist of rads, tennis consist of radspendent 36, p. 1, Iteror the Deparention of its radspendent 1950-1951 wd.	recreation area eet eservation requests for park ourts and golf courses, a file was rejected by the parated from the Park Depart- agency in 1953.  m 2, prepared by the Hall of tment of Recreation, pro- correspondence prior to	A P R O V E D HALL OF RECORDS COMMISSION
7. Age	geg. F. Kicholan		RETARY - TREASURER	6/20/57
Schedule	Signature  Authorized as Indicated in Cal. 6 by Ho	all of	Title  Disposal Authorized as Indicated in Col.	6 by Board of
Danada	Commission		Dublic Wester	,

JUN 19 57

Date

Miss. Scholl

Public Works.

JUN 1 9 1957

Date

Secretary

FORM HR	-RM	1A
(11-1	- 56)	
Hall of R	ecord	
Commis	sion	

## (Continuation Sheet)

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2.

4. Item o. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

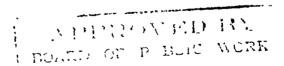
## 2. PARK AND PLAYGROUND RESERVATION BOOKS

Size: 8" x 11"
Dates: 1927-1952
Quantity: 3 cartons (3 cubic feet)
Disposable Amount: 3 cubic feet
File Arrangement: Chronological

These are reservation field books for park areas, tennis courts, stoves, shelters, playgrounds, and golf courses, listing the names of persons or organizations, the places reserved, and the day and hour. The material was refused by the Department of Recreation when it was separated from the Park Department in 1953.

RECOMMENDATION: DESTROY ACCUMULATION.

A P P R O V E D HALL OF RECORDS COMMISSION



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Machinery